

**Capital Area School for the Arts Charter School**  
**Meeting of Board of Trustees**  
**July 13, 2015**  
**5:30 p.m.**

**Minutes**

The Capital Area School for the Arts Charter School Board of Trustees held a board meeting on July 13, 2015 at 5:30 p.m. at 150 Strawberry Square, Harrisburg, PA.

Board members in attendance: Elizabeth Mullaugh, David Skerpon, Sean Galloway, Frank Fleishman, Perrise Hatcher, Connie Kindler (phone), Christine Pavlakovich, Audrey Sanders, Caryn Watson and Glenn Zehner.

Board members not in attendance: David Herman and Vicki Chambers.

Others/public in attendance: Timothy Wendling and Sue Hill.

1. Call to Order - Ms. Mullaugh called the meeting to order at 5:30 p.m.
2. Roll Call/Additions to Agenda/Announcements
  - 2.1. Roll Call - Board members in attendance are noted above.
  - 2.2. Additions to the Agenda - Ms. Mullaugh stated there are two items to add to the agenda under Item 10, Budget Administration. Added to the agenda will be Item 10.5-Approval of Renewal Application for General Liability Insurance and Item 10.6-Approval of Engagement Letter with Brown, Shultz, Sheridan and Fritz.
  - 2.3. Announcements - No announcements were made.
3. Public Comment on Agenda Items - There were no public comments.
4. Approval of Minutes – Ms. Mullaugh asked that we approve the May and June, 2015 minutes with a correction in the June minutes to show under Item 10.3-The meeting will reconvene on June 12, 2015 (not July 12, 2015). The January, February, March and April, 2015 meeting minutes will be approved at a later date.

*A motion was made by David Skerpon and seconded by Audrey Sanders to accept the minutes from the Board meetings of May and June, 2015 with noted corrections. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.*
5. Administrative - Nothing to report.
6. EXECUTIVE SESSION - At approximately 5:41 p.m. the Board went into executive session to discuss a personnel matter. They reconvened at 5:52 p.m.

7. Principal's Report

- 7.1. Enrollment - Mr. Wendling reported the current enrollment is 185 students for the 2015-2016 school year.
- 7.2. Admission 2015-2016 - Mr. Wendling reported that most newly accepted students are fully registered. Mr. Boyer, Music Teacher, is working on an audition prescreening tool to make the audition process more effective for the 2016-2017 school year. This will be discussed at a later date.
- 7.3. Other Issues
  - 7.3.1. CASA Student Handbook/Agenda for 2015-2016
  - 7.3.2. Employee Handbook 2015-2016
  - 7.3.3. Agreement for Educational Services - The Meadows
  - 7.3.4. HSD Lunch Service Letter – Lunch increase of 10 cents.

*A motion was made by Perrise Hatcher and seconded by Audrey Sanders to approve the following: CASA Student Handbook/Agenda for 2015-2016; Employee Handbook 2015-2016; Agreement for Educational Services with The Meadows; and the Harrisburg School District Lunch Service Letter. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.*

8. Board Chair's Report – Ms. Mullaugh noted the handout submitted to board members. An Adhoc Committee has been added to ensure we are addressing all issues regarding our charter and are in compliance with the law. She noted a recent audit of a charter school in York showing many areas of concern and need for improvement. Mrs. Kindler asked if there was a checklist of items from that audit. She stated she was pleased that we were being pro-active. Ms. Mullaugh stated she would attain a copy the checklist.

Mr. Skerpon inquired about a nominating committee. Ms. Mullaugh stated we will add a nominating committee and Mr. Skerpon will be the chair.

9. Treasurer's Report – Mr. Galloway stated that we do not have our regular reports at this time because our accounting firm is working hard on closing the last school year. They also had an unexpected early retirement and are short personnel. They are working on filling the position.

Mr. Galloway noted that our fund balance is very low. June billing was sent out last week. We are hopeful this will bring in some cash flow.

10. Budget Administration - Mr. Galloway noted that the budget was uploaded to the Pennsylvania Department of Education (PDE) by the June 30, 2015 deadline. He stated he has a few contracts for approval.

Approve State Museum Event Rental Contract for Graduation and End of Year 2016 Program - This was already approved in May, no action necessary.

- 10.1. Janitorial Services Contract - Mr. Galloway requested the board approve a janitorial services contract with Harrisburg Property Services, Inc. The monthly fee is \$1,260.48 with a term of July 1, 2015 to June 30, 2016. Dr. Zehner inquired about clearances for their staff. Mr. Wendling stated they do not need clearances because they do not work directly with our students. He noted that staff at Temple have clearances. Mr. Wendling inquired if our school solicitor had reviewed the contract. Ms. Mullaugh stated that he did review the contract.

*A motion was made by Frank Fleishman and seconded by Christine Pavlakovich to accept the Janitorial Services Contract with Harrisburg Property Services, Inc. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.*

- 10.2. Contract for AED (defibrillator and training) - Mr. Galloway stated \$5,000.00 was budgeted for equipment. The contract with AED Brands, LLC is for the purchase of one AED with needed accessories for \$1,359.50. They will also provide training to seven employees for approximately \$600.00.

*A motion was made by Glenn Zehner and seconded by David Skerpon to accept the contract for the AED and training. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.*

- 10.3. Purchase of Apple Computers for Film and Video Class - Mr. Galloway stated that this cost was included in the budget. Apple is requiring prepayment because we do not have a credit history with them.

*A motion was made by Christine Pavlakovich and seconded by Audrey Sanders to accept the purchase of eight computers with Apple Inc. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.*

- 10.4. General Liability Insurance - Mr. Galloway stated we received a renewal questionnaire from Enders Insurance for our general liability insurance. We complete this every year. The fee has increased slightly.

*A motion was made by Glenn Zehner and seconded by Audrey Sanders to accept the renewal questionnaire for general liability insurance with Enders Insurance. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.*

- 10.5. Audit Engagement Letter - Mr. Galloway stated he received an audit engagement letter with Brown, Shultz, Sheridan and Fritz. The letter is required language for general accounting practices.

*A motion was made by Christine Pavlakovich and seconded by David Skerpon to accept the audit engagement letter with Brown, Shultz, Sheridan and Fritz as our*

*auditors. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.*

11. Other Fiscal Matters

11.1. PDE Rent Reimbursement Application - Ms. Mullaugh stated that we applied for this reimbursement. This was something not planned or budgeted. We now wait to hear back if we were approved or not.

12. Personnel Matters - Nothing to report.

13. Committee Reports

13.1. Curriculum Committee – Nothing to report

13.2. Community Relations Committee - Meeting dates were circulated.

14. Policies, Programs and Governing Documents

14.1. First Reading of Policies - Ms. Hatcher stated the policies listed are being submitted for a first reading. Ms. Mullaugh noted that the solicitor has reviewed all policies. Ms. Hatcher will update meetings for the upcoming school year. Mrs. Mullaugh stated that the policies will be included for adoption at the August, 2015 meeting.

14.1.1. Policy #417-Conduct - Disciplinary Procedures

14.1.2. Policy #439 – Uncompensated Leave

14.1.3. Policy #440 - Responsibility for Student Welfare

14.1.4. Policy #441 – Benefits for Part-Time Personnel

14.1.5. Policy #442 – Jury Duty

14.1.6. Policy #448 – Unlawful Harassment

14.1.7. Policy #451 - Drug and Substance Abuse

14.1.8. Policy #819 – Suicide Awareness – Prevention and Response

14.1.9. Policy #916 – School Volunteers (w/Clearances Chart)

15. Information Items

15.1. CRAE Update - Mrs. Sanders stated that CRA has a goal of raising \$450,000.00 this year. Currently, they have raised about \$20,000.00. Mr. Skerpon noted that the EITC information has been distributed. Mrs. Sanders announced that Sylvie and Gary St. Hilaire are hosting an event in September and the proceeds are earmarked for CASA.

16. Public Comment on Non-Agenda Items - Mr. Wendling noted that the PA Chamber of Commerce is holding their annual convention in September and has requested a few CASA music students to perform. Kevin Spacey is the keynote speaker for this event.

17. Next Board Meeting Date

The next meeting of the CASA Charter School Board of Trustees is scheduled for Monday August 10, 2015 beginning at 5:30 p.m. at CASA Charter School, 150 Strawberry Square, Harrisburg, PA.

Ms. Mullaugh stated she will be holding the executive and planning committee meeting at her home on August 3, 2015 at 5:30 p.m. She noted that no decisions will be made, just a small retreat with dinner and discussion.

18. Adjourn Meeting

*A motion was made by Sean Galloway and seconded by Audrey Sanders to adjourn the meeting at 6:29 p.m. Motion passed with all members present voting in the affirmative unless otherwise noted. The vote was approved unanimously.*

The schedule of regular meetings of the CASA Charter School Board of Trustees for the balance of the 2015-16 fiscal year is as follows.

<u>Date</u>	<u>Day</u>	<u>Start Time</u>	<u>Meeting Location</u>
August 10, 2015	Monday	5:30 PM	CASA Charter School
September 15, 2015	Tuesday	5:30 PM	CASA Charter School
October 13, 2015	Tuesday	5:30 PM	CASA Charter School
November 9, 2015	Monday	5:30 PM	CASA Charter School
December 14, 2015	Monday	5:30 PM	CASA Charter School
January 11, 2016	Monday	5:30 PM	CASA Charter School
February 8, 2016	Monday	5:30 PM	CASA Charter School
March 14, 2016	Monday	5:30 PM	CASA Charter School
April 11, 2016	Monday	5:30 PM	CASA Charter School
May 9, 2016	Monday	5:30 PM	CASA Charter School
June 13, 2016	Monday	5:30 PM	CASA Charter School